



**Requests for Proposals for FY21 Entitlement Funding
CDBG, HOME, ESG, HOPWA**

REQUESTS ARE DUE NO LATER THAN 5pm ON June 19

All requests must be submitted via the eCivis Grants Portal.

TABLE OF CONTENTS

REQUEST FOR PROPOSAL INFORMATION	2
Eligible Activities and Priorities for this Proposal	3-5
Criteria and Limitations on the Use of Funds	3-5
APPLICANT PRE-QUALIFICATIONS	
Additional Pre-Qualifications for Applicants Currently Receiving Funding	6
PROPOSAL INSTRUCTIONS	6
Application Timeline and Submission Instructions	7
Application Overview and Evaluation Metrics	7

REQUEST FOR PROPOSAL INFORMATION

The city of Atlanta is the recipient of four (4) annual entitlement grants from the U.S. Department of Housing and Urban Development (HUD). These grants are: The Community Development Block Grant (CDBG); Emergency Solutions Grant (ESG) Home Investment Partnership program (HOME); and Housing Opportunities for Persons with AIDS (HOPWA) program. The allocation of these funds must align strategically with FY2020 – 2024 Consolidated Plan Priorities. Pursuant to 20-O-1261, the city of Atlanta added to anticipations and appropriations in the amount of **\$7,156,340** for Community Development Block Grant (CDBG) program; **\$627,336** for Emergency Solutions Grant; **\$3,613,138** HOME Investment Trust Fund; and **\$22,795,464** for Housing Opportunities for People with AIDS (HOPWA) Program. The city of Atlanta has outlined the following priorities for inclusion into its Consolidated Plan for FY20-FY24.¹

FY2020 – 2024 Consolidated Plan Priorities

- Affordable Housing Supply and Support
- Safe, Sanitary, and Low-Barrier Housing and Supportive Services for People Living with HIV/AIDS
- Economic Development and Small Business Incentives
- Assistance for currently homeless persons and families
- Public Facilities, Facility Improvements, and Public Infrastructure
- Blight Reduction and Neighborhood Cleanup
- Public Services - job training and employment assistance, youth- and senior-focused activities, health and substance abuse services, etc.
- Fair Housing, Housing Counseling, and Legal Services

CDBG FY21 - \$7,156,340

ESG FY21 - \$627,336

HOME FY21 - \$3,613,138

HOPWA FY21 - \$22,795,464

Pursuant to 2 CFR § 200.318, the City must follow general procurement standards that comply with applicable State, local and tribal laws and regulations, provided the procurements conform to applicable federal law. These federal funds are subject to all HUD rules, regulations, oversight, and monitoring by the City of Atlanta.

¹ All funds are an estimate based on the City's FY20 allocation and are subject to change based on actual award from HUD

CDBG Eligible Activities and Priorities for this Proposal

The Community Development Block Grant (CDBG) Program provides annual grants on a formula basis to states, cities, and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. The program is authorized under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended [42 U.S.C.-530.1](#) et seq and is one of HUD's most flexible grant tools. HUD awards grants to entitlement community grantees to carry out a **wide range of community development activities** directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services. The list of community development activities below is not exhaustive or all inclusive. Please visit the Department of Grants & Community Development website for more information regarding eligibility.

Entitlement communities develop their own programs and funding priorities. However, grantees must give maximum feasible priority to activities which benefit low- and moderate-income persons. A grantee may also carry out activities which aid in the prevention or elimination of slums or blight. Additionally, grantees may fund activities when the grantee certifies that the activities meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs. CDBG funds may not be used for activities which do not meet one of these national objectives. Some examples of eligible CDBG activities are included below:

Acquisition, construction, reconstruction, or installation of public works, facilities, and site or other improvements. See section 105(a)(2) (42 U.S.C. 5305(a)(2)); 24 CFR 570.201(c).

A.) *Acquisition & Rehab, Buildings and Improvements, including Public Facilities*

Acquire and rehabilitate, or construct, a group living facility that may be used to centralize patients undergoing treatment. Rehabilitation of buildings and improvements (including interim assistance). See section 105(a)(4) (42 U.S.C. 5305(a)(4)); 24 CFR 570.201(f); 570.202(b).

B.) Acquire and rehabilitate, or construct, a group living facility that may be used to centralize patients undergoing treatment

Assistance to Businesses, including Special Economic Development Assistance Provision of assistance to private, for-profit entities, when appropriate to carry out an economic development project. See section 105(a)(17) (42 U.S.C. 5305(a)(17)); 24 CFR 570.203(b).

C.) Assistance to Businesses, including Special Economic Development Assistance

- Provide grants or loans to support new businesses or business expansion to create jobs.
- Avoid job loss caused by business closures by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons.
- Provide technical assistance, grants, loans, and other financial assistance to establish, stabilize, and expand microenterprises.

Public Services (Capped at 15 Percent of the Grant, With Some Exceptions) Provision of new or quantifiably increased public services. See section 105(a)(8) (42 U.S.C. 5305(a)(8)); 24 CFR 570.201(e).

D.) Public Services

- Carry out job training for low-moderate income persons.
- Provide equipment, supplies, and materials necessary to carry-out a public service.
- Deliver meals to seniors and medically fragile residents.

HOME Eligible Activities and Priorities for this Proposal

The HOME Investment Partnerships Program (HOME) provides formula grants to states and localities that communities use - often in partnership with local nonprofit groups - to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. It is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.

The program was designed to reinforce several important values and principles of community development:

- HOME's flexibility empowers people and communities to design and implement strategies tailored to their own needs and priorities.
- HOME's emphasis on consolidated planning expands and strengthens partnerships among all levels of government and the private sector in the development of affordable housing.
- HOME's technical assistance activities and set-aside for qualified community-based nonprofit housing groups builds the capacity of these partners.
- HOME's requirement that Participating Jurisdictions (PJs) match 25 cents of every dollar in program funds mobilizes community resources in support of affordable housing.

HOME-assisted rental housing must comply with certain rent limitations. HOME rent limits are published each year by HUD. The program also establishes maximum per unit subsidy limits and homeownership value limits.

Participating jurisdictions may choose among **a broad range of eligible activities**, using HOME funds to provide home purchase or rehabilitation financing assistance to eligible homeowners and new homebuyers; build or rehabilitate housing for rent or ownership; or for "other reasonable and necessary expenses related to the development of non-luxury housing," including site acquisition or improvement, demolition of dilapidated housing to make way for HOME-assisted development, and payment of relocation expenses. PJs may use HOME funds to provide tenant-based rental assistance contracts of up to 2 years if such activity is consistent with their Consolidated Plan and justified under local market conditions. This assistance may be renewed. Up to 10 percent of the PJ's annual allocation may be used for program planning and administration. Eligible HOME Activities include:

- A. New Construction or Rehabilitation of Single Family or Multifamily (non-luxury) units
- B. Gap Financing for multi-family development
- C. Community Housing Development Organization (CHDO) operating funds
- D. Down payment assistance for income eligible households at 80% Area Median Income (AMI) below
- E. Acquisition, Demolition, and Relocation activities
- F. Tenant Based Rental Assistance
- G. Program Administration

HOPWA Eligible Activities and Priorities for this Proposal

The Housing Opportunities for Persons with AIDS (HOPWA) Program is the only Federal program dedicated to the housing needs of people living with HIV/AIDS. Under the HOPWA Program, HUD makes grants to local communities, States, and nonprofit organizations for projects that benefit low-income persons living with HIV/AIDS and their families. Low-income persons (at or below 80 percent of area median income) that are medically diagnosed with HIV/AIDS and their families are eligible to receive HOPWA-funded assistance. The program should be designed with the community needs in mind, operate within HUD's rules and regulations, and produce clear and effective outcomes.

Regulatory Standards for HOPWA must be met: Client Eligibility, HQS/HOPWA Habitability Standards, Resident Rent Payments, Rent Standard, Rent Reasonableness, Shared Housing (must be voluntary, pro-rata share of rent, offset high rent costs, shared space)

There are wide range of housing needs for people living with HIV/AIDS. Housing needs fall into an overall, community-wide housing strategy. Funding for land or building acquisition, new construction, major rehabilitation of housing units that will benefit HOPWA eligible persons is a priority. Prioritization for low income people with HIV/AIDS is **required**. Eligible HOPWA activities include:

- A. **Emergency Lodging:** Hotel / Motel providing lodging at hotels, motels, or other locations to quarantine HOPWA-eligible persons or their household members; and
- B. **Tenant Based Rental Assistance (TBRA):** Provides a direct subsidy to support rent payments. A well designed TBRA program provides the resident a coordinated approach to housing stability; and
- C. **Short Term Mortgage & Utility Assistance (STRMU):** Provide assistance payments to prevent homelessness of a tenant or mortgagor of a dwelling for a period of up to 24 months; and
- D. **Master Leasing:** Agency leases units, acting as the master tenant and fills units through subleases with HOPWA-eligible households. These units can consist of either scattered site or facility-based housing; and
- E. **Acquisition and Rehab of Real Property:** to provide permanent housing for eligible clients; and
- F. **Supportive Services:** Transportation services for eligible households, including costs for privately owned vehicle transportation when needed, to access medical care, supplies, and food or to commute to places of employment; and educating assisted households on ways to reduce the risk of getting sick or spreading infectious diseases; and
- G. **Nutrition Services:** providing nutrition services for eligible households in the form of food banks, groceries, and meal deliveries.

ESG Eligible Activities and Priorities for this Proposal

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act, revising the Emergency Shelter Grants Program in significant ways and renaming it the Emergency Solutions Grants (ESG) program. The ESG Interim Rule took effect on January 4, 2012. The change in the program's name, from Emergency Shelter Grants to Emergency Solutions Grants, reflects the change in the program's focus from addressing the needs of homeless people in emergency or transitional shelters to assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. In general the ESG program provides funding to: 1) Engage homeless individuals and families living on the street; 2) Improve the number and quality of emergency shelters for homeless individuals and families; 3) Help operate these shelters; 4) Provide essential services to shelter residents; 5) Rapidly re-house homeless individuals and families; and 6) Prevent families and individuals from becoming homeless.

- A. **Emergency Shelter** includes the renovation of a building to serve as an emergency shelter. Site must serve homeless persons for at least 3 or 10 years, depending on the cost and type of renovation (major rehabilitation, conversion, or other renovation). Note: Property acquisition and new construction are ineligible. Essential Services for individuals and families in emergency shelter. Component services generally consist of case management, child-care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, and transportation. Shelter Operations, including maintenance, rent, security, fuel, equipment, insurance, utilities, and furnishings. Relocation assistance for persons displaced by a project assisted with ESG funds. For specific requirements and eligible costs, see 24 CFR 576.102.
- B. **Rapid Rehousing** Housing relocation and stabilization services and short and/or medium-term rental assistance as necessary to help individuals or families living in an emergency shelter or other place described in paragraph (1) of the "homeless" definition move as quickly as possible into permanent housing and achieve stability in that housing. Component services and assistance generally consist of short-term and medium-term rental assistance, rental arrears, rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair. For specific requirements and eligible costs, see 24 CFR 576.104, 576.105, and 576.106.
- C. **Street Outreach:** Essential Services necessary to reach out to unsheltered, homeless individuals and families, connect them with emergency shelter, housing, or critical services, and provide them with urgent, non-facility-based care. Component services generally consist of engagement, case management, emergency health and mental health services, and transportation. For specific requirements and eligible costs, see 24 CFR 576.101.
- D. **Homelessness Prevention:** Housing relocation and stabilization services and/or shortand/or medium-term rental assistance necessary to prevent the individual or family from moving into an emergency shelter or another place described in paragraph (1) of the "homeless" definition in § 576.2. Component services and assistance generally consist of short-term and medium-term rental assistance, rental arrears, rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair. For specific requirements and eligible costs, see 24 CFR 576.103, 576.105, and 576.106.
- E. **HMIS:** Grant funds may be used for certain Homeless Management Information System (HMIS) and comparable database costs, as specified at 24 CFR 576.107.

APPLICANT PRE-QUALIFICATIONS

Before proceeding to complete the application form, please review the following Pre-Qualification Criteria. If your agency (or sponsoring partner) cannot provide documentation that it meets all criteria at the time of application submission, your application will not be considered for funding. **(Note: Governmental agencies are not required to meet these criteria.)**

Requirement	Documentation
*Agency must have had 501(c)(3) non-profit status at least 2 full years, have 2 full years of operating experience under another registered non-profit entity which meets this criterion, or be a governmental entity proposing to serve eligible persons. (HOPWA & ESG) CDBG Funding is available for for-profit and non-profit entities	Copy of IRS 501(c)(3) determination from applicant or agency under which program has operated at least 2 full years. *For Profit entities can submit Articles of Incorporation
Agencies that are new to the City of Atlanta's federal funding cycle must have at least 12 months of experience that is similar or related to the activities for which funding is being requested from the City.	One copy of support documents that can be verified. If experience is demonstrated while under another entity, that entity must provide documentation on agency letterhead.
The agency must have audited financial statements as of the end of the last two fiscal years and the audit management letter, if applicable.	One copy of the annual independent audit and/or audited financial statements and profit/loss statements as of the end of the last two fiscal years and the audit management letter, if applicable. Unaudited financial statements and/or uncertified audits will not be accepted.
An Agency having expenditures of \$750,000 or more in federal awards (from all federal sources) in a fiscal year must have a Single Audit completed within 9 months from the end of the fiscal year.	One copy of the most recent completed Single Audit Report or Completed Audit Exemption Form
Agency must have written financial and grant management procedures.	Copy of written financial and grant management procedures.
Applicant must be registered and licensed to do business in the State of Georgia at the time of application.	Current license certificate from the State Georgia Secretary of State.
Agencies must be currently registered in www.sam.gov (System for Award Management).	One copy of entity registration summary.
Agencies must disclose in this application any debt owed to the City of Atlanta or the State of Georgia.	Explanation of disclosure of any debt owed to the City of Atlanta or the State of Georgia.

Applicants that have been debarred, suspended, proposed for debarment, or declared ineligible for the award of a contract by any Federal or State agency are not eligible to receive entitlement funding.

Additional Pre-Qualifications for Applicants Currently Receiving Funding

Applicants whose project(s) were approved for prior funding in the 2018 or 2019 contract year must meet the following additional pre-qualification criteria at the time of application in order to qualify for funding consideration of a proposed new project and/or continuation project. Applications will not be considered for funding if all pre-qualification requirements are not met.

- Agency must follow all terms of its previous year's contract agreement
- Agency must not have any outstanding unresolved HUD or City monitoring findings

PROPOSAL INSTRUCTIONS

Key information collected from this RFP will be used to inform future planning. The content and clarity of your application is critical. Applicants are encouraged to take extra care in developing clear and concise project design and measurable goals and outcomes.

Application Timeline and Submission Instructions

Request for proposal (RFP) released	May 1, 2020
Technical-assistance (TA) session for applicants	May 1, 2020 & May 5, 2020
Proposals due	June 19, 2020 by 5:00pm

Technical-assistance sessions will be held on May 1, 2020 & May 5, 2020 (Virtually). All interested applicants are encouraged to attend. It is assumed that potential applicants have reviewed the RFP in detail and are prepared to bring up substantive questions not addressed in the RFP.

Applicants must apply through the eCivis Grants Portal and technical assistance can be provided by contacting the Department of Grants and Community Development Planning Team (DGCD_Planning@CityOfAtlanta.onmicrosoft.com). Those desiring individual technical assistance prior to submission of their request should request assistance *as early in the submission period as possible*.

Questions and answers will be posted in a document on the eCivis Grants Portal solicitation website. Questions must be submitted with enough time to respond and post them to the portal prior to the proposal due date.

Applications should be submitted by Friday, June 19, 2020 @ 5:00pm.

Incomplete applications will not be reviewed. The City of Atlanta cannot pursue missing information or consider supplemental materials after the application deadline. Therefore, applicants are to ensure that their applications are on time, complete, and ready for review at the time of submittal.

Application Overview and Evaluation Metrics

Application Part 1: General Information about the Applicant (5 points)
Application Part 2: Project Information (40 points)
Application Part 3: Organizational Experience and Capacity (25 points)
Application Part 4: Proposed Budget (20 points)
Application Part 5: Organizational Financial Capacity (10 points)

Bonus: An additional 5pts will be assigned to applications that advance a City of Atlanta housing priority

See application form for additional details on questions within each part.

Pursuant to Sec. 2-1138 the power of Procurement is vested in the Chief Procurement Officer for the City of Atlanta. Department of Procurement policies and procedures preclude the participation of non-city employees in the review of RFP's. An evaluation committee of eight members will be composed of the below members:

- EVALUATION COMMITTEE ORGANIZATIONAL AFFILIATIONS
 - JH – DCP City of Atlanta
 - MS – One Atlanta
 - LC – DGCD City of Atlanta
 - SL – DGCD City of Atlanta
 - RJ – DGCD City of Atlanta
 - LF – DGCD City of Atlanta
 - BR – Mayor's Office
 - TT – DGCD City of Atlanta

Funds will be awarded based upon the funds available, prioritization of activities, and proposal scores.

All qualified applications are made available for citizen review and citizen input is incorporated into the evaluation process. All aspects of an application will be subject to public review, with the exception of your Board of Directors' home/office addresses and financial audit which should be submitted as separate documents.

Local government review will be requested for proposed new projects located outside the City of Atlanta.

Any applicant that has submitted a proposal and is aggrieved in connection with the solicitation or award may protest via email to Department of Grants and Community Development Planning Team (DGCD_Planning@CityOfAtlanta.onmicrosoft.com) after the date that the proposal is submitted. No protest will be accepted or considered prior to the date the proposal is submitted; it will be considered untimely. All protests shall set forth in full detail the factual and legal bases for the protest and specific relief sought by the protestor. Protests must be submitted within ten days after the award. Untimely protests will not be considered and will be simply denied as untimely.